

PREAMBLE

JOLIET JUNIOR COLLEGE CODE OF STUDENT CONDUCT UPDATE: 7/28/25

All students at Joliet Junior College (JJC) are expected to demonstrate qualities of integrity, fair-mindedness, honesty, civility, tolerance and respect. These values are important to the learning environment and are expected to be exhibited in the conduct of the entire College community, both in and out of the classroom setting. JJC recognizes the rights of its students guaranteed by the Constitutions of the United States and the State of Illinois, which include a student's rights within the institution to freedom of speech, inquiry, assembly, peaceful pursuit of an education, and reasonable use of services and facilities of the College.

In the interest of maintaining civility on campus and guaranteeing the broadest range of freedom, students must comply with the College's Student Code of Conduct, which reasonably limits some activities and reasonably prohibits certain behavior which could interfere with the classroom setting, the orderly operation of the College, and the pursuit of the College's goals and core values of Respect and Inclusion, Integrity, Collaboration, Humor and Well-Being, Innovation, Quality and Sustainability. In addition to the Code, students must also recognize and comply with the standards of classroom behavior as stated in their individual course syllabi. Further, students must understand that threats of violence are considered a serious infringement upon the learning environment and will be acted upon accordingly.

Each student is responsible for reading and complying with the Student Code of Conduct and the Academic Honor Code, which is made available on the JJC Web site and as a separate publication through the Office of Student Rights and Responsibilities (A-1100) and Campus Police (G-1024).

The College further recognizes each student's procedural right to due process, which includes providing notice setting forth the alleged violation(s), and a speedy and fair hearing and appeal process. Any member of the College community can initiate an accusation of an alleged violation. If a student is accused and cited for an alleged violation, he, she, or they will receive notice of the alleged violation. The notice will include a request for a review meeting that will include:

1. The specific code violations; and
2. Reference to the Student Code of Conduct process and rights of students as indicated in the Code.

Upon completion of the review meeting, the student, if necessary, shall have the right to exercise the following procedures in the sequential order as set forth below:

- Have a hearing conducted by a Student Conduct Administrator. Be provided a list of findings in writing by a Student Conduct Administrator.
- Have sanctions imposed if found in violation of the Student Code of Conduct.
- Request an appeal review of the decision or sanctions. An appeals board will review the case along with the online appeal application: if
 - a. any evidence that was not available at the time of the original hearing;
 - b. procedural error (see section on appeals below);

(Cases of academic dishonesty are also under the jurisdiction of the Dean of Students. See Conduct Authority, Section I).

I. CONDUCT AUTHORITY

The Vice President for Student Development or designee is named in JJC Board Policy as the person responsible for maintaining and implementing the Student Code of Conduct procedure. The Dean of Students is the primary person designated by the Vice President for Student Development as responsible for the administration and interpretation of the Student Code procedure. The JJC Police Department is named as the party responsible for enforcement action against criminal behavior. Criminal behavior is subject to Code referral.

JJC acknowledges the importance of honest academic behavior. The objective of the Academic Honor Code is to sustain a learning-centered environment in which all students are expected to demonstrate integrity, honor, and responsibility, and recognize the importance of being accountable for one's academic behavior.

Beyond the actions imposed by the instructor within the course where academic dishonesty has occurred, a student referred to the Dean of Students and found to be in violation of the Academic Honor Code will have his/her name entered into a database and held for five years. Upon receipt of a referral, full conduct violation proceedings will be employed. All sanctions imposed will be determined by a Student Conduct Administrator and will be developmental in nature.

1. The Dean of Students will designate a Student Conduct Administrator. The Dean of Students will develop procedures for the administration of the conduct program and procedural rules for the conduct of hearings, which are not inconsistent with provisions of the Student Code.
1. Decisions made by a Student Conduct Administrator will be final, subject to the appeal process.
2. A Student Conduct Administrator may be designated as mediator of disputes within the student community in cases that do not involve a violation of the Student Code. All parties must agree to mediation, and to be bound by the decision with no right of appeal.
3. Student conduct discipline records are confidential, as provided by FERPA (Family Educational Rights and Privacy Act of 1974).
4. Student conduct records are maintained in accordance with JJC's Application for Authority to Dispose of Local Records.

II. PROSCRIBED CONDUCT

A. Jurisdiction of the College

Discipline may be imposed for conduct which occurs on College premises, in or out of the classroom setting, while using College technology, at off-campus instructional sites, during off-campus College-sponsored events and for off-campus conduct which materially and substantially interferes with the College's operational and educational programs. Off-campus violations will be adjudicated under the Code of Conduct should such a violation present a risk or danger to the health, safety, security of the College or College property, or have a substantial impact on the College community.

B. Conduct – Academic Dishonesty Rules and Regulations

Students at JJC are expected to demonstrate qualities of fair-mindedness, honesty, civility, tolerance, honor and respect. Conduct for which discipline may be imposed includes, but is not limited to, the following acts of academic dishonesty:

1. Cheating—intentionally using or attempting to use unauthorized materials, information or study aids; use, or attempting to use, any unauthorized assistance, resources, materials or electronic/cellular devices with or without photographic capability in taking quizzes, tests or examinations and the acquisition, without permission, of a test or other academic material belonging to Joliet Junior College, to any department, to any staff, or use of online resource designated for faculty use exclusively.
2. Plagiarism--the reproduction of ideas, words or statements of another person as ones' own without acknowledgement or use of an agency, commercial service or any other third party engaged in providing or the selling of term papers or other academic materials.
3. Unauthorized Collaboration - intentionally sharing or working together in an academic exercise when such actions are not approved by the course instructor.
4. Falsification and Fabrication--intentional and unauthorized falsification or invention of any information or citation furnished to any college official, faculty member or office.
5. Facilitation of Academic Dishonesty - permitting or assisting, attempting to permit or assist, another to violate the academic honor code; alteration or sabotage of another student's work, such as by way of illustration, but not by limitation, tampering with laboratory experiments.
6. Unauthorized use of AI in accordance with class syllabus is also considered a violation of the Academic Honor Code.

C. Conduct – General Rules and Regulations

1. Personal Misrepresentation/ Forgery. Representing oneself as another, or giving false information to any College official, faculty member or office, with intent to obtain a

benefit, or to injure or defraud the College or any agency or person. The alteration or misuse of any document, record, electronic file, form, or instrument of identification.

2. Disruption or obstruction. Disruption of any operation of the College, including but not limited to teaching, research, administration, technological proceedings, disciplinary proceedings, other College activities, including infringing upon or interfering with the civil rights of members of the College community, its public- service functions on or off campus, or other authorized non-College activities, when the act occurs on the College premises or other college sponsored activities.
3. Physical Abuse. Intentionally or recklessly causing physical harm or endangering the health or safety of any person.
4. Hazing. Hazing is defined as any intentional, knowing, or reckless act committed by a person, whether individually or in concert with others, against another person or persons, regardless of their willingness to participate, that:
 - Is committed in the course of initiation into, affiliation with, or maintenance of membership in a student organization, club, athletic team and any college sponsored programs; and
 - Causes or creates a risk of physical or psychological injury, above the reasonable risk encountered in the course of participation in the institution or organization.

Please see Board Policy 03.21.00 for more information.

5. Bystanding.
 - Complicity with or failure of any student to [appropriately] address known or obvious violations of the Code of Student Conduct or law;
 - Complicity with or failure of any organized group to [appropriately] address known or obvious violations of the Code of Student Conduct or law by its members. That does not place a reasonable fear for the party's safety.
6. Collusion. Action or inaction with another or others to violate the Student Code of Conduct.
7. Gang Representation. Deliberate attempts to use gang representation, signing, and recruitment.
8. Terroristic Threats. Participating in, making claims of, or claiming responsibility for terrorist activity (such as threats of bombs, biological weapons, et. al.), whether in fact or as a hoax.
9. Harassment (Non Sexual).
 - Written or verbal conduct that causes a reasonable expectation of injury to the health or safety of any person or damage to any property.
 - Intimidation defined as implied threats or acts that cause a reasonable fear of harm in another.
 - Bullying and cyberbullying are repeated and/or severe aggressive behaviors that intimidate or intentionally harm or control another person physically or emotionally and are not protected by freedom of expression.
10. Discrimination.

- Any act or failure to act that is based upon an individual or group's actual or perceived status sex including gender identity and pregnancy, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, , religion, or sexual orientation, or other protected status) that is sufficiently severe that it limits or denies the ability to participate in or benefit from the College's educational program or activities.
 - Discriminatory Harassment. Any unwelcome conduct based on actual or perceived status including: sex including gender identity and pregnancy, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, religion, or sexual orientation, or other protected status. Any unwelcome conduct should be reported to campus officials, who will act to remedy and resolve reported incidents on behalf of the complainant and community.
 - Hostile Environment. Sanctions can and will be imposed for the creation of a hostile environment only when harassment is sufficiently severe, pervasive (or persistent) or objectively offensive that it unreasonably interferes with, limits or denies the ability to participate in or benefit from the College's educational or employment program or activities (This policy attempts to balance the need of the community to create a civil climate while also embracing the 1st Amendment protection that attaches to most harassing speech that is simply offensive.)
 - Retaliatory Discrimination or Harassment. Any intentional, adverse action taken by a responding individual or allied third party, absent legitimate nondiscriminatory purposes, against a participant [or supporter of a participant] in a civil rights grievance proceeding or other protected activity [under this Code].
11. Violation of Law. Conduct which would constitute a violation or that which is determined to be an actual violation of federal, state or local law. Violation is determined using the preponderance of the evidence standard and not beyond a reasonable doubt.
 12. Stolen Property. Knowingly taking or maintaining possession of stolen property including college property or the personal property of another person, including goods, and services, and other valuables
 13. Vandalism, Damage and Destruction. Intentional, reckless and/or damage to or destruction of College property or the personal property of another this includes the removal or defacement of Office of Student Activities approved flyers.
 14. Failure to Comply. Failure to comply with the directions of a College official or agents, including; faculty, staff, law enforcement or security officers, acting in the good faith performance of their duties. This section is not intended to prohibit the lawful assertion of an individual's Fifth Amendment right against self- incrimination.
 15. Student Identification Card. Failure to obtain a student identification card, to carry the card whenever on College premises or at an approved College event, or to present it when requested by any College official; all students are required to possess a valid student ID.
 16. Unauthorized Entry. Misuse of access privileges to College premises or unauthorized entry to or use of buildings, including trespassing, propping or unauthorized use of alarmed doors for entry into or exit from a College building.

17. Violation of College Policies. Violation of published College policies, or procedures as stated in the JJC Board Policy, JJC procedures, departmental policies and procedures, and Campus Police procedures.
18. Gambling. Gambling in any form (does not apply to authorized preapproved campus organization activities).
19. Tobacco. Use of tobacco/smokeless (chewing tobacco) tobacco products in accordance with the Illinois Smoke Free Campus Act 110 ILCS 64. This section also applies to the unauthorized use of vaping and/or e-cigarette products.
20. Drugs. The possession, use, distribution, or manufacture of controlled substances 21 U.S.C. Sec. 802) on College premises or during College-sponsored activities where such possession, use, distribution, or manufacture is illegal under federal, state, or local law is prohibited. This is in accordance with Joliet Junior College policy and the Federal Drug Free School Act.
 - **Illegal Drugs**. Possessing, using, manufacturing, distributing, or selling illegal drugs or drug paraphernalia, including the misuse of prescription and/or over the counter medications. Marijuana is no longer a crime under Illinois law (Cannabis Regulation and Tax Act 2020), the possession and use of marijuana remains illegal under federal law. Consistent with federal law, including the Controlled Substances Act and the Drug Free Schools and Communities Act, the use and/or possession of marijuana in any form is prohibited on campus and/or on any property owned, leased or operated by Joliet Junior College.
 - Misuse of legal substances; use of general products as intoxicants or “means to get high”; and inhaling or ingesting a substance (including but not limited to nitrous oxide, glue, paint, gasoline, solvent, etc.) other than in connection with its intended purpose is also prohibited.
 - For further information regarding medical cannabis use please see Board Policy 11.05.00.
 - **Prescription Medications**. Use of a prescription drug other than by the person to whom the drug is prescribed and in accordance with the prescription is prohibited. This includes sharing drugs such as Ritalin or Adderall. Abuse, misuse, sale, or distribution of prescription or over---the---counter medications is also prohibited.
21. Alcohol. In accordance with Board Policy 13.08.00 use, possession, or distribution of alcoholic beverages except as expressly permitted by the law during designated times and pursuant to College regulations or being in a condition of public intoxication. No alcoholic beverages may be possessed, used by or distributed in any building owned by JJC or while at any college sponsored event or during any college sponsored travel regardless of age. This shall not apply to a person who is acting as a wait staff person at an event authorized by JJC in which alcoholic beverages are authorized to be served and such person otherwise complies with all statutory requirements in this regard. Alcoholic beverages may not, in any circumstance, be used by, possessed by or distributed to any person under twenty-one (21) years of age on College premises.

22. Weapons. Possession of any firearm, explosive or dangerous chemical other than as permitted by law or authorized for College purposes; firearms also include any bb, pellet, airsoft or replica gun that can reasonably be mistaken as a real firearm. Also, not permitted are other items that can be reasonably construed as weapons when used or displayed in a threatening manner or in a manner that would alarm a reasonable person. These weapons include but are not limited to nun chucks, throwing stars, bludgeons, knives or other bladed items with blades longer than four inches.
23. Rioting. Causing, inciting or participating in any disturbance that presents a clear and present danger to self or others, causes physical harm to others, or damage and/or destruction of property;
24. Traffic Safety and Parking Regulations. In accordance with Board Policy 11.04.00 Failure to comply with College traffic safety and parking regulations; included but, not limited to parking in unauthorized areas and/or failure to respond to a parking citation or unauthorized use of staff or handicap parking permits, leaving the scene of an auto collision. Please see Board Policy 11.04.00 for more information.
25. Health and Safety. Creation of health and/or safety hazards (dangerous pranks, hanging out of or climbing from/on/in windows, balconies, walking on frozen ice, roofs, knowingly being on campus with a communicable disease etc.) or other situation that would make a reasonable person fear for their health and safety.
26. Off Campus Violation. Committing a violation off campus that may present a risk or danger to the health, safety of any person, or security of the College or College property; or damage to or theft of any property. Also includes crimes that impact the security of the college or college property.
27. Wheeled Devices. Skateboards, roller blades, roller skates, bicycles and similar wheeled devices are not permitted inside College buildings. Additionally, skateboards and other wheeled items may not be ridden on railings, curbs, benches, or any such fixtures that may be damaged by these activities, and individuals may be liable for damage to College property caused by these activities.
28. Fire Safety and Life Saving Equipment. Violation of local, state, federal or campus fire policies including, but not limited to:
- Intentionally or recklessly causing a fire which damages College or personal property, or which causes injury;
 - Failure to evacuate a College-controlled building during a fire alarm or fire drill;
 - Inappropriate use of College fire safety equipment; or
 - Tampering with or inappropriately engaging a fire alarm or fire detection/control equipment while on College property or automated external defibrillator (AED).
29. Security Cameras. Tampering with and/or causing damage to College security cameras.
30. Animals.
- Animals are not permitted on campus unless otherwise allowed under Joliet Junior College board policy 11.10.00 Animals on Campus.
 - Students shall refrain from any act that might be construed as cruelty to an animal unless such an act is in defense of self, another person, or another animal.

31. Unauthorized Children. For the safety of children on campus, children may not accompany students to class. Also, children under the age of 13 may not be left unattended on the campus grounds, whether in College buildings, extension centers or at any College event
32. Violation of Court/State imposed Sanctions. Failure to abide any court-imposed order or ruling as it relates to the overall safety of the campus.
33. Trademark. Unauthorized use (including misuse) of College or organizational names and images.
34. Abuse of Electronic Technology. Abuse of computer facilities, resources or any technology policy established by Joliet Junior College, classroom instructor or College official (See Code of Conduct for Electronic Technology for further explanation. For the purpose of this code technology device is defined as any computer or cellular device that can connect to the internet, wireless network, non-wireless network, cellular service, Bluetooth technology, WIFI or radio waves. Violation of student code would include but not be limited to:
- Unauthorized use of any technology device owned by Joliet Junior College.
 - Failure to comply with computer lab rules.
 - Unauthorized entry, use, read, print, transfer or change of any file, document or picture without authorization of file owner.
 - Any installation or use of any program that can cause damage to any type of file or media either on any individual computer, cellular device or the Joliet Junior College network.
 - The unauthorized use of any person's computer identity, username or password.
 - Use of any technology device to send, receive or display any obscene, abusive, racial or pornographic material as determined by the dean of rights and responsibilities.
 - Any unethical or unlawful use of the JJC Guest network.
 - The use of any malicious Trojan or malware computer program that misleads users of its true intent and allows access to any personal information including but not limited to:
 - Users personal information Banking information
 - Passwords Personal identity of any kind, any computer program that causes any type of computer viruses or worms
 - Any type of cyber spying or cyber espionage that obtains secrets or information without the permission of any individual, business or government agency.
 - Use of any technology device for the purpose of cyberstalking, cyberbullying that embarrass or harass any individual, group or organization.
 - Use of any technology device for the purpose of:
 - Identity theft
 - Threats

- Vandalism
- Solicitation for sex
- Slander
- False accusations
- Defamation
- Use of any technology device for purpose of instilling fear or scare tactics
- Use of any technology device to make any audio or video recording of any person while on College premises without their consent. This includes but is not limited to:
 - Any recording or pictures taken while class is in session - unless such recordings are taken with the intent to prove that a crime or code violation has been or is about to be committed. Any person is in danger of receiving physical or mental abuse. Recordings or pictures were authorized by any College official. Person agrees to turn over any recordings or pictures to Campus Police or Dean of Students upon request. Or in relation to an individual's educational accommodation documented with Disability Services.
 - Any College official in the performance of their duties that is not open to the public.
 - Any recordings or pictures taken in any locker room, rest room or any area where there is the exposure of any private body parts.
 - Any recording or picture of any person against their will or knowledge.
 - Use of any electronic technology device in any manner that causes the disruption of any classroom, library, College event or any area posted.
 - Use of any electronic device, electronic machinery or electronic toy that causes any type of disruption at all Joliet Junior College properties, College operated facilities or College operated events.

35. Abuse of Conduct Process. Abuse or interference with, or failure to comply in, College processes including conduct and academic integrity hearings including, but not limited to: Falsification, distortion, or misrepresentation of information; Failure to provide, destroying or concealing information during an investigation of an alleged policy violation; Attempting to discourage an individual's proper participation in, or use of, the campus conduct system; Harassment (verbal or physical) and/or intimidation of a member of a campus conduct body prior to, during, and/or following a campus conduct proceeding; Failure to comply with the sanction(s) imposed by the campus conduct system; Influencing, or attempting to influence, another person to commit an abuse of the campus conduct system. Failure to complete sanctions in the prescribed time.

36. Abuse of College Processes and Procedures. The intentional misuse, manipulation, or disruption of the established policies, procedures, systems, and processes within the college. This includes college sponsored travel and events.

Those codes listed below, 36 through 40 are adjudicated through the College's procedure 05.02.00 Prohibition of Sexual Discrimination, Harassment and Misconduct Procedure. Please refer there for complete descriptions of rights and process. These codes are subject to change based on Federal Policies.

37. Intimate Partner/Relationship Violence. Violence or abuse by a person in an intimate relationship with another.
38. Stalking. Stalking is a course of conduct directed at a specific person that is unwelcome and would cause a reasonable person to feel fear.
39. Sexual Misconduct. Includes, but is not limited to, sexual harassment, non- consensual sexual contact, non-consensual sexual intercourse, and/or sexual exploitation.
40. Exploitation. When an individual takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of the other sexual misconduct offenses.
41. Public Exposure. Includes deliberately and publicly exposing one's intimate body parts, public urination, defecation, and public sex acts.

D. Relationship between College Discipline and the Violation of Federal, State or Local Laws

In keeping with JJC's commitment to educate our students in becoming responsible community citizens, the college routinely addresses off-campus student misconduct. This includes any arrests or citations made by non-college law enforcement agencies. The following represents the college's general response to alleged off-campus misconduct. The college may elect to respond differently dependent upon the circumstances and the gravity of the alleged reported misconduct.

The Dean of Students reviews each case and determines if a college conduct referral will be issued. In most cases students are also charged through the conduct process. A letter is sent to the student(s) informing them to schedule the date and time of an administrative hearing to resolve the matter of the potential Code of Conduct violation.

1. College discipline may be imposed on students charged with an off- campus violation of federal, state or local laws. This action is necessary to provide for the safety and welfare of the College community. Disciplinary action may be taken and sanctions imposed only for serious misconduct, which demonstrates flagrant disregard for the College community.

2. College disciplinary proceedings may be instituted against a student charged with violation of a federal, state or local law which is also a violation of this Student Code, that is, if both violations result from the same factual situation, without regard to pending civil litigation in court or criminal arrest and prosecution. Proceedings under this Student Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.
3. Student conduct proceedings and actions are not subject to challenge or postponement on the grounds that criminal or civil charges involving the same incident have been dismissed, reduced, or are pending in court. No individual can force charges to be dropped.
4. When a student is charged by federal, state or local authorities with a violation of law, the College will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also the subject of a proceeding before a Student Conduct Administrator under the Student Code, however, the College may advise off-campus authorities of the existence of the Student Code and of how such matters will be handled internally within the College community. The College will cooperate fully with law enforcement and other agencies in the enforcement of law on campus, and in the conditions imposed by criminal courts for the rehabilitation of violators who are also students. Individual students and faculty members, acting in their personal capacities, remain free to interact with governmental representatives as they consider appropriate.
 - a. Students arrested or cited for an alcohol or drug violation off- campus may be referred for a conduct review. This includes, but is not limited to, underage possession, underage consumption, intoxication, and possession/use of illegal drugs or paraphernalia.
 - b. Students arrested or cited for serious acts of off-campus misconduct are routinely charged with an offense under the college's code of conduct. Examples of such behavior include, but are not limited to, violence, drugs, sexual assault, and civil disturbance. In such cases, the college conduct referral can be issued prior to the resolution of the criminal case.

Disclosure to Complainants

FERPA regulations prohibit the release of names and of information regarding conduct proceedings without the written permission of the student(s) involved.

III. CONDUCT PROCEDURES

Joliet Junior College's conduct process can start in many places; it is the goal of the conduct process to educate the student and ensure that they have received due process. It is with this in mind that the steps taken in the resolution of a code of conduct charge are outlined below.

Any member of the College community, visitor or guest may allege a policy violation(s) by any student for misconduct under the Code of Conduct.

Notice

Notice may be given to the Office of Student Rights and Responsibilities, Dean of Students, Coordinator of Student Conduct, Campus Police, and/or the Title IX Coordinator or Deputy Title IX Coordinator, when appropriate. Additionally, administrators must act on notice of a potential violation whether a formal allegation is made or not. All allegations can be submitted by a victim or a third party and should be submitted as soon as possible after the offending event occurs. The College has the right to pursue an allegation or notice of misconduct on its own behalf and to serve as convener of the subsequent campus conduct process. All Correspondence will have a deadline that should the student being charged with an alleged code of conduct violation must report to the Office of Student Rights and Responsibilities to schedule an administrative hearing. Should the student fail to schedule an appointment by the deadline or fail to attend their scheduled meeting, interim measures will be applied such as interim suspension which will block the student's ability to attend classes until they have remedied their code of conduct charge. In the rare instance a student chooses not to attend or schedule an administrative hearing after interim suspension the code of conduct charge will be heard in absentia which could result in their permanent suspension or expulsion from Joliet Junior College. When a student represents a threat of serious harm to others, is facing allegations of serious criminal activity, or when it is believed that the continued presence of the student would substantially impede the lawful functions of the College, the Dean of Students, or designee, may impose restrictions and/or separate a student from the college community, pending the scheduling of a campus hearing on alleged violation(s) of the Student Code of Conduct. Interim actions can include separation from the College or restrictions on participation in the campus community for no more than 5 college business days pending the scheduling of a campus hearing. A student who receives an interim suspension may request a meeting with the Dean of Students or Coordinator of Student Conduct. Regardless of the outcome of this meeting, the College may still proceed with the scheduling of a campus hearing.

Faculty members/College officials may direct a student whom they believe to be engaging in disruptive behavior in their class to leave for the remainder of the class. Such an incident must be reported to the Office of Student Rights and Responsibilities within one business day of the action. Such an interim suspension is for a period of one class. If the matter cannot be resolved informally, the faculty member/College official may file formal conduct charges against the student under the Student Code of Conduct.

The Coordinator of Student Conduct shall respond to the filing of charges before the next class session or work day. The Coordinator of Student Conduct will determine if the imposition of the interim suspension should be continued beyond one class period or meeting.

Interim Suspension

During an interim suspension, a student will be denied access to College campus/facilities/events. As determined appropriate by the Coordinator of Student Conduct, this restriction may include classes and/or all other College activities or privileges for which the student might otherwise be eligible. At the discretion of the Coordinator of Student Conduct and with the approval of, and in collaboration with, the appropriate Dean(s), alternative coursework options may be pursued to ensure as minimal an impact as possible on the responding student. Should a student placed on interim suspension be found not to be in violation of the Student Code of Conduct, or found in violation, but allowed to return to the classroom, the student must be given the opportunity to make up any academic work missed and cannot suffer any form of academic penalty for work missed during the period of the interim suspension.

Administrative Hearings

An administrative hearing will proceed as scheduled and the information in support of the complaint will be presented to, and considered by, the Coordinator of Student Conduct or other Hearing Officer as needed. The student conduct process, to include any hearing scheduled for which a responding student was sent appropriate notice, will proceed forward should a responding student elect not to participate in the process, to include an administrative hearing, a subsequent determination of violation and if warranted, the imposition of appropriate sanction(s) will be done in-absentia.

Students are given the opportunity to have their perspective on the alleged violation by the Coordinator of Student Conduct or Hearing Officer. Prior to the administrative hearing students will attend a pre-hearing where any and all evidence possessed by the Coordinator or Hearing Officer will be presented to the student. If the student has not been provided with charges prior to this meeting they will receive a letter of charges and an explanation of those charges. During the administrative hearing the students perspective will be heard,, after which determinations will be made by the Coordinator of Student Conduct or designee and sanctions issued at an outcome appointment or through the student's college e-mail address. In such cases where the student feels they have grounds for appeal an appeal must be filed through the online appeal application to the Office of Student Rights and Responsibilities within 5 business days in order for their appeal to be considered.

Appeal

Should a student want to file an appeal they must do so using the online Application for Appeal. The link is provided in the student's outcome letter. The following are the only acceptable reasons for an appeal to be considered.

To determine whether the original hearing:

1. was conducted fairly in light of the charges and evidence presented;
2. gave the accused student a reasonable opportunity to prepare and to present a rebuttal of those allegations.

3. to determine whether the decision reached regarding the accused student was based on the preponderance of the evidence, that is, whether the facts in the case were sufficient to establish that a violation of the Student Code occurred.
4. to determine whether the sanction(s) imposed were appropriate for the violation of the Student Code, which the student was found to have violated.
5. to consider new evidence sufficient to alter a decision, or other relevant facts not brought out in the original hearing, because the student did not know such evidence and/or facts at the time of the original hearing.

Should a student file an appeal, it will be reviewed by an appeal reading board to determine if the student has met ground for an Appeal to be granted. This appeal board may recommend to the Dean of Students to overturn, amend the finding of responsibility, or amend the sanctions. Should an appeal not be granted, the student may in writing request an appeal directly to the Dean of Students. Any determination made by the Dean of Students is final.

Sanctions

More than one of the sanctions listed may be imposed for any single violation.

The following sanctions may be imposed upon any student found to have violated the Student Code. Classification of sanctions from minor to intermediate or severe may be imposed. All sanctions will be issued in writing. Sanctions in the intermediate to severe classifications will be placed in the student's confidential discipline file as an official part of a student's educational record for seven years beyond the student's departure from the college. Severe sanction classifications will become part of the student's permanent discipline record. Acts of academic dishonesty will be made part of the permanent discipline record as determined by the faculty member, Department Chair and Academic Dean. Any determination made by an Academic Dean is final.

A. Minor Sanctions

- Warning - A notice in writing to the student that the student is violating or has violated institutional regulations.
- Probation - A reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any institutional regulation(s) during the probationary period.
- Discretionary Sanctions – Work assignments, service to the College or neighboring communities or other related discretionary assignments (such assignments must have the prior approval of the Student Conduct Administrator).

B. Intermediate Sanctions

- Loss of Privileges - Denial of specified privileges for a designated period of time.
- Restitution - Compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.

- Discretionary Sanctions - Work assignments, service to the College or neighboring communities, or Life Skills workshops (such workshops are designed and issued to better educate the student).
- Withdrawal from class.
- Limited Access - Administrative restriction to various parts/locations of campus sites.
- Alcohol/Drug Sanctions – any of the following may be applied:
 - Online education program at own expense.
 - Community service hours.
 - Additional discretionary sanctions up to suspension from classes.
 - Attend a Student Assistance Program workshop.
 - May include referral to local law enforcement agencies for criminal action.

C. Severe Sanctions

1. College Suspension - Separation of the student from the College for a definite period of time, after which the student may be eligible to return. Conditions for readmission may be specified. Students will be withdrawn from their classes of record for the semester. When applicable, the official start date of a suspension will be the date of the interim suspension, if one was imposed prior to the resolution of a hearing.
2. College Expulsion - Permanent separation of the student from the college. Expelled students can request a review of their expulsion after at least 10 years of their separation from the institution.

D. Group Sanctions

The following sanctions may be imposed upon student groups or organizations:

1. Those sanctions listed above in Section III, A 1 through 3 or B 1 through 6
2. Deactivation of club or organization - loss of all privileges, including College recognition, for a specified period of time.

Disciplinary sanctions will not be made part of the student's permanent academic record but will become part of the student's confidential discipline record maintained by The Office of Student Rights and Responsibilities. These records are private and protected under the Family Rights and Privacy Act (FERPA), except in cases where disclosure is required or allowable by federal or state law. See the most recently published College catalog for complete details.

IV. INTERPRETATION AND REVISION

Any question of interpretation regarding the Student Code of Conduct will be referred to the Dean of Students for final determination.

The Code may be periodically reviewed and amended as necessary under the direction of the Dean of Students.

V. DEFINITIONS

1. The term “College” means Joliet Junior College.
2. The term “student,” for the purposes of the Code, includes all persons applying for admission or taking courses provided by the College both full-time and part- time.
3. The term “faculty member” means any person hired by the College to conduct classroom/laboratory practicum activities.
4. The term “official” includes any person employed by the College performing assigned administrative or professional staff duties.
5. The term "member of the College community" includes any person who is a student, faculty member, College official, or any other person employed by or visiting the College. The Vice President for Student Development or the Dean of Students will determine a person’s status in a particular situation.
6. The term "College premises" includes all land, buildings, facilities, and other property in the possession of or owned, used or controlled by the College.
7. The term “organization” means any collective group that has complied with the formal requirements for College recognition.
8. The term “Student Conduct Administrator” means a College official authorized on a case-by-case basis by the Vice President for Student Development or the Dean of Students to impose sanctions upon students found to have violated the Student Code. A Student Conduct Administrator may be authorized to serve simultaneously as a Student Conduct Administrator and the sole member or one of the members of a Student Conduct Board.
9. The term “Student Conduct Board” means any person or persons authorized by the Vice President for Student Development or the Dean of Students to determine whether a student has violated the Student Code and to recommend imposition of sanctions.
10. The term "hearing board" may consist of two faculty members, two students, and two college staff members. The hearing board will consider an appeal from the Student Conduct Board's determination that a student has violated the Student Code or from sanctions imposed by the Student Conduct Administrator.
11. Academic year is defined as fall, spring and summer terms.
12. The term "will" is used in the imperative sense.
13. The term "may" is used in the permissive sense.
14. “Trained advisors or hearing board” refer to those who participate in the conduct process upon completion of a group or one-on-one conduct affairs orientation.
15. “Preponderance of evidence” refers to, when considering all the evidence in the case, the proposition on which such party has the burden of proof is more probably true than not true.
16. The phrase “authorized campus organization” refers to events sponsored by officially recognized student groups.

17. The term “bias incident” refers to behavior/actions discriminating against another based on race, religion, sexual orientation, ethnicity, national origin, gender, age, disability, or veteran status.
18. The term “hate crime” refers to a bias incident that has risen to the level of a criminal statute, which includes but is not limited to assault, property damage, or other illegal conduct.
19. The term “obscene matter” means any matter which an average person, applying contemporary community standards would find it to be, taken as a whole, appealing to the prurient interest in the way in which the works depicts or describes sexual conduct in a patently offensive way, and whether the matter, taken as a whole, lacks serious literary, artistic, political or scientific value.
20. The term “matter” means any book, magazine, newspaper or other printed or written material or any picture, drawing, photograph, motion picture or other pictorial representation or any recording or transcription thereof delivered by electronic communication by the transfer of signs, signals, writings, images, sounds, data or intelligence of any nature transmitted in whole, or in part by wire, radio, electromagnetic, photoelectric, or photo optical system through a device known as a computer/or other electronic device that can transmit data.

In adopting its Student Code of Conduct, Joliet Junior College is intellectually indebted to The NCHERM Group, A Developmental Framework for a Code of Student Conduct: The NCHERM Group Model Code Project: Community College Edition September 2013.

VI. ACADEMIC HONOR CODE

Joliet Junior College acknowledges the importance of honest academic behavior. The objective of the Academic Honor Code is to sustain a learning-centered environment in which all students are expected to demonstrate integrity, honor, and responsibility, and recognize the importance of being accountable for one’s academic behavior.

A. Classroom Behaviors Covered by Honor Code

Acts of academic dishonesty include:

1. Cheating—intentionally using or attempting to use unauthorized materials, information or study aids; use, or attempting to use, any unauthorized assistance, resources, materials or electronic/cellular devices with or without photographic capability in taking quizzes, tests or examinations and the acquisition, without permission, of a test or other academic material belonging to Joliet Junior College, to any department, to any staff, or use of online resource designated for faculty use exclusively.
2. Plagiarism--the reproduction of ideas, words or statements of another person as ones’ own without acknowledgement or use of an agency, commercial service or any other third party engaged in providing or the selling of term papers or other academic materials.

3. Unauthorized Collaboration - intentionally sharing or working together in an academic exercise when such actions are not approved by the course instructor.
4. Falsification and Fabrication--intentional and unauthorized falsification or invention of any information or citation furnished to any college official, faculty member or office.
5. Facilitation of Academic Dishonesty - permitting or assisting, attempting to permit or assist, another to violate the academic honor code; alteration or sabotage of another student's work, such as by way of illustration, but not by limitation, tampering with laboratory experiments.
6. Unauthorized use of AI in accordance with class syllabus is also considered a violation of the Academic Honor Code.

- Responsibilities

An academic environment has expectations of both students and faculty. Academic honesty requires a shared commitment to the highest standards for learning.

Students have the responsibility to:

1. Be fully knowledgeable of the Academic Honor Code
2. Produce their own work
3. Encourage honesty among their fellow students

Faculty has the responsibility to:

1. Review classroom expectations with respect to all aspects of academic honesty
2. Inform the student directly about any charges of academic dishonesty
3. Refer students to the office of Student Rights and Responsibilities in a consistently applied manner

Procedures

1. Student notified by instructor of academic honor code violation
2. Instructor notifies the Dean of Students
3. Due Notice is sent from office of Student Rights and Responsibilities to student and Code of Conduct proceedings are initiated (see Student Code of Conduct)
 - First Offense – if found in violation student's name is added to the database of violators and student is referred to an ethics/academic integrity workshop.
 - Subsequent Offense(s) – Code of Conduct proceedings are initiated.
4. Upon the outcome of proceedings, student will have a right to appeal.

Sanctions

All sanctions imposed will be determined by judicial hearing and will be developmental in nature.

We are intellectually indebted to Oakton, Pueblo Community College and Truman College in the creation of this academic honor code.

VII. CCCT– Campus Community Care Team

The Campus Community Care Team is an interdisciplinary group that flags and reviews students deemed to be at risk to themselves or others, socially, mentally, and/or physically. The primary role of the team is to make recommendations for intervention or action for the referred student. The team members are selected from offices across campus and receive specialized training to serve in this capacity.

Any member of the campus community can refer a student to the BIT team by completing a referral form available from the Office of Student Rights and Responsibilities. Once a completed referral is received, the team reviews the referral and determines if the referral is warranted. If so, the appropriate team member will contact the student for an in-person meeting to discuss the concern. If warranted, the student will receive recommendations for intervention and support.